

SWAPCARD

THE TECH WEEK SINGAPORE APP



ACCESSING THE APP





App Launch Milestones	Dates
Exhibitors	NOW
Visitors	15th September
Networking Feature	15th September
Onsite Meetings Request Feature	21st September

How to login for the first time?

1

You will receive an email similar to the example on the right with an access button link which will take you to a login page. Your account is **automatically created** after you have registered.

- 2 You need to activate youraccountbyoreatingapassword; then you can access the event.
- 3 Swapcard is a vailable on the web and via mobile app.Please check the website for more information on the App for your event

Note: Please check your spam folder as most of our emails come from <u>noreply@swapcard.com</u>

BUILD YOU Tech Week Sin	R COMPANY PROFILE	
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Weld	ome to the Tech W Event App	eek Singapore
Hello Jane	,	
With only introduce Week Sing	8 weeks remaining until the eve our brand-new app, designed ex apore community.	nt, we're excited to clusively for the Tech
This app v the event, requests ,	ill serve as the go-to resource b to share the latest event upd and bookmark conference so	efore, during, and after dates, manage meeting essions and exhibitors.
Looking to Tech Week	boost your presence and numb Singapore?	er of qualified leads at
The key l the app. valuable	ies in crafting a compelling C This is your opportunity to sh leads.	ompany Profile within iine and attract
	LET'S GET START	ED
Want	to understand more	about the Tech
	week Singapore	App?
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EXHEROR CENTER FUNCTIONALITIES

Navigation



Note: You must register your team for their exhibitor badges via the eZone in order for them to be on the event. Once they have activated their profile you can add them to your Exhibitor booth

Company Profile

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Standard Assets:

- Header image : •
 - Image : 1200 x 675 px,
- Background image: 2560 x 1600 px, •
- Profile background image: 2500 × 1600 •

How to add a teammate to your team?



To add a member, they must have activated their account and be on the event.

Note: If you can't add your team members please reach out

to <u>techweek@closerstillmedia.com</u>



NETWORKING FEATURES

How to network? – available from 15 September



1

On the homepage of the event, you can access your **Community** (i.e. Attendees, Speakers) in the **Networking**area. This will help you find visitors to network with.

Don't hesitate to contact them through the application to chat, video call, and book meetings.

How to make a connection request?



Go to	someone's	profile	via the	list o	f Networking	area,	or	а
	COI	mpany	profile	e and	click on			

Send connection request

We encourage you to write a message before sending your connection request to introduce yourself and explain the reason for your request.

You will be able to find all the people you have been in contact with from "**My contacts**" tab under your profile picture, or in the "**My Event**" button in My Networking tab.







ONSITE MEETING FEATURES

Manage your onsite meetings – available from 21 Sept





- Display the meetings of your team
- Filter meetings by status: Pending, Confirmed, Canceled or Declined.
- Assign a meeting: reply to the meeting request and select a team member to assign.
- Acceptor decline meeting requests or cancel an existing meeting.



Questions? The team & I can support at the end of the briefing